KPI 3.2 Semester ___ / _____

Faculty of Arts
Student Petition / Request Form

Major: ☐ Business English ☐ Business Chinese ☐ Business Japanese
☐ Business French ☐ Music Business ☐ Professional Music
☐ Contemporary Music Performance
☐ Contemporary Music Writing and Production

Department: ☐ English ☐ General Education

Name: _____ ID# _____
Contact Number _____ E-mail _____

Petition for

☐ transfer from _____ to _____
☐ grade change / review ☐ time conflict
☐ prerequisite ☐ extension / re-entry
☐ 3 / 7 subjects enrollment for semester __ /____ ☐ recommendation letter(s)
☐ advising / interview rescheduling ☐ attendance letters for extracurricular activities
☐ make-up for _____

☐ special consultations with ☐ Department Chairperson(s)
☐ Dean / Associate Dean(s)
☐ Others _____

Others (please specify) _____
_____

Document(s) attached: ☐ Unofficial Transcript ☐ Receipt(s) ☐ Student Portfolio
☐ Study Plan ☐ Others _____

Student's signature _____ Date ____ / ____ / _____

✹Wrong/ incomplete information will cause delay.✹

---------- for officials only ----------

Comments / Actions:

☐ Secretary _____
_____ Signature _____ Date __ / __ / __

☐ Advisor / Interviewer _____
_____ Signature _____ Date __ / __ / __

☐ Department Chairperson _____
_____ Signature _____ Date __ / __ / __

☐ Dean _____

☐ Associate Dean _____
_____ Signature _____ Date __ / __ / __